Instructions for Access to & Use of the OGB
Hearings SharePoint Website

Access to the SharePoint Site:

Open an internet browser and enter the following:

Website address: https://ogbstatealus.sharepoint.com/sites/OGBHearings

Security:

Log in when prompted for the following:

User Account: **webvisitor@ogb.state.al.us**
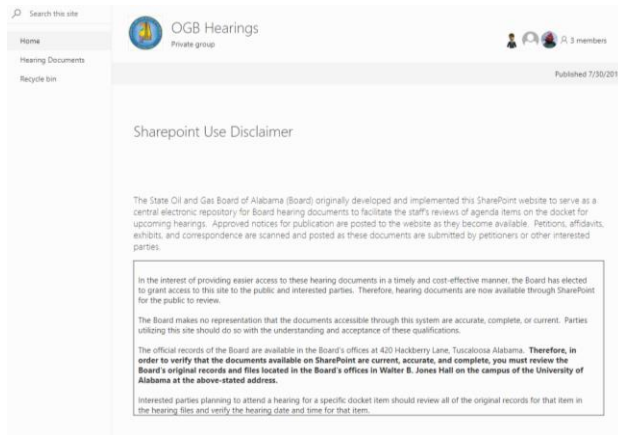
Password: **visitor**

Navigation & Use:

Figure 1

The Home Page contains the Home Page and Hearing Documents (Figure 1). Each user should read and understand the terms and conditions set forth in the SharePoint Use Disclaimer. To access the available documents for each hearing, click on the Hearing Documents link.
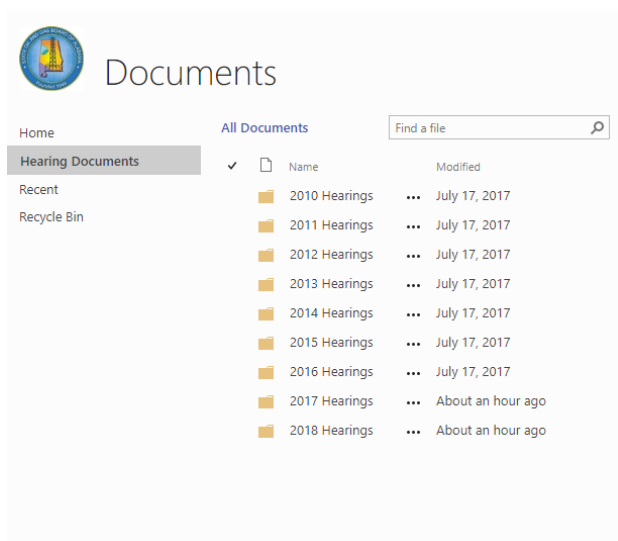

Figure 2

In the Folder View, the user will see a folder for each set of hearings organized by year (Figure 2). Click on the folder for a particular year to get a view of folders for hearings for that year. The user should note, and archive of all documents is not available here, and anything not included on the website can be requested by contacting the Oil and Gas Board.
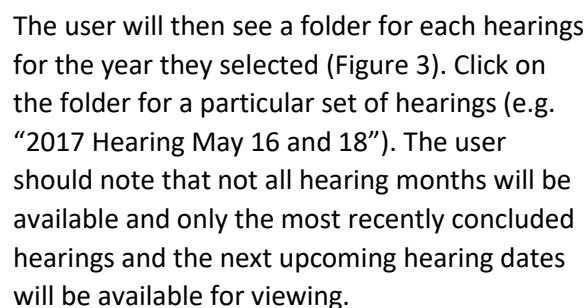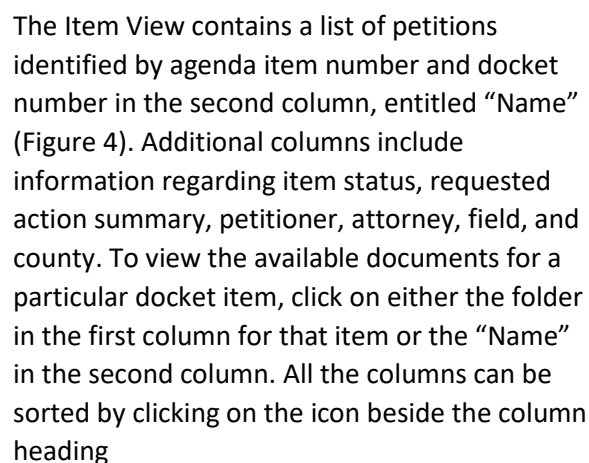
Figure 3

The user will then see a folder for each hearings for the year they selected (Figure 3). Click on the folder for a particular set of hearings (e.g. "2017 Hearing May 16 and 18"). The user should note that not all hearing months will be available and only the most recently concluded hearings and the next upcoming hearing dates will be available for viewing.

Figure 4

The Item View contains a list of petitions identified by agenda item number and docket number in the second column, entitled "Name" (Figure 4). Additional columns include information regarding item status, requested action summary, petitioner, attorney, field, and county. To view the available documents for a particular docket item, click on either the folder in the first column for that item or the "Name" in the second column. All the columns can be sorted by clicking on the icon beside the column heading

In the Supporting Documents View, the pre-filed documents are categorized by exhibits, petitions, opposition (if any), affidavits, and correspondence (if any) (Figure 5). As in the other Views, click on the folder in the first column to view the available documents in that category.
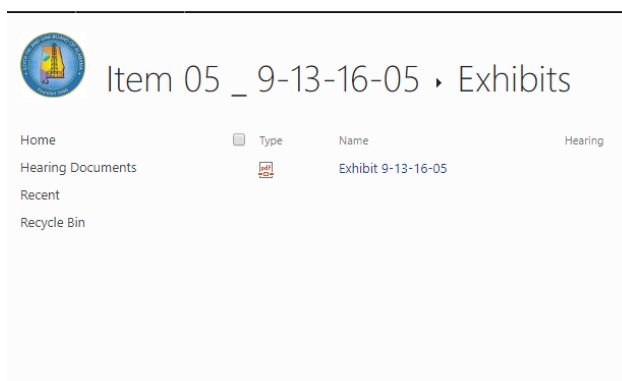
Figure 5

At the Document level, the list of documents will be displayed, generally with a brief description of each document. An example is displayed in Figure 6. Clicking on the icon next to the document title to be viewed will open that document in a PDF format.

Figure 6

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